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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 19 October 1960

FROM : Chief, Operations Support Faculty

SUBJECT: Weekly Report No. 37, 11 - 18 October 1960

## COURSE ACTIVITIES

### Administrative Procedures:

1. Phase I of Administrative Procedures with an enrollment of 20 started Monday, 17 October. Eleven of the students joined the Agency in 1960. All but two have DDP headquarters or field assignments.

2. This staff has obtained from the DDI two new charts: a pictorial outline of the U. S. National Security Organization and a DDI organization chart containing a brief statement of functions for each major office. The charts are to be included in the Administrative Procedures course kits.

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Mrs. [REDACTED] checked with [REDACTED] on the possibility of obtaining similar charts on the DDS. Mrs. [REDACTED] discussed the matter with Colonel White and he decided to have similar charts made. When these are completed, OTR will receive copies of the charts.

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### Operations Support:

The overall performance of the students in the Operations Support was high. The majority of the students completed the "in-box" problems in a very satisfactory manner. They exercised sound judgment in reaching conclusions and applied the principles discussed in the lectures when recommending necessary action.

## OUTSIDE ACTIVITIES

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At the request of the WH Division a briefing and tutorial session has been arranged for the wife of a deep-cover employee. Mrs. [REDACTED] briefed the wife on 18 October, Mr. [REDACTED] will instruct [REDACTED] on travel, finance, and income tax. Mrs. [REDACTED] will explain pouching, record keeping, contact reporting, and other administrative matters.

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PERSONNEL NOTES

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1. Mrs. [REDACTED] interviewed Mrs. [REDACTED] as a replacement for Miss [REDACTED]. [REDACTED] has accepted the position and agreed to remain for at least two years. She will report for duty after processing and making housing arrangements.

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2. Mr. [REDACTED] a recent returnee from [REDACTED] has joined the staff as a replacement for [REDACTED]

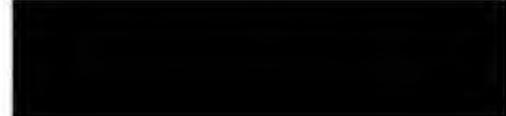
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3. Mr. [REDACTED] was on annual leave for two days.

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